

CITY OF HOUSTON

Job Posting

Applications accepted from:
Job Classification
Posting Number
Department
Division
Section
Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED
CRIMINALIST IV – ANALYTICAL
PN #102108
HOUSTON POLICE DEPARTMENT
CRIME LABORATORY
N/A

1200 TRAVIS *

MONDAY - FRIDAY, 8:00 A.M. - 5:00 P.M.*

*Subject to change

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Provides management and direction over the operations of the Toxicology and Controlled substance sections of the Crime Lab. Directs supervision and training of personnel. Sets sectional goals and monitors all activities. Participates in selection of applicants for entry level positions and the selection of personnel for promotions. Keep records of all applicants interviewed. Takes an active part in all aspects of laboratory operations and directs and participates in laboratory projects. Provides technical assistance to police officers, district attorneys, other law enforcement agencies and the public. Establishes guidelines and develops long range plans, budgetary and personnel needs. Ensures that guidelines are up to date and accurate. Monitors case load and budgetary request for operations.

WORKING CONDITIONS

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Chemistry, Criminology, Biology, Physics or a related field with a minimum of 30 (thirty) hours of Chemistry. Submit transcript with application.

MINIMUM EXPERIENCE REQUIREMENTS

Six years of experience in a forensic laboratory as a Criminalist are required, with a preference for (3) three of these years to be in the performance of supervisory or administrative duties. (A Master's degree and (4) four years of experience may be considered.)

MINIMUM LICENSE REQUIREMENTS

(Must have a valid Texas Class "C" driver's license and be in compliance with the City of Houston's policy on driving. (AP 2-2).

14 PREFERENCES

Master's in Chemistry or another related natural science preferred. Previous experience in Toxicology preferred.

SELECTION/SKILLS TESTS REQUIRED

None.

16 <u>SAFETY IMPACT POSITION</u>

■ Yes ? No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.

<u>Salary Range – Pay Grade 25</u>

\$2,300.00 - \$2,581.00 Biweekly \$59,800.00 - \$67,106.00 Annually

18 OPENING DATE December 22, 2004

19 <u>CLOSING DATE</u> Open Until Filled

20 APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9496.

An equal opportunity employer